

Policy and Administration

LOCATION: The 17 Western States in Reclamation's Service Area and Washington, D.C.

DESCRIPTION/JUSTIFICATION: The Policy and Administration appropriation finances all of Reclamation's centralized management functions. The purpose of the appropriation is to support management and administrative activities which are not chargeable directly to a specific project or program. Managerial support provided by this appropriation includes overall program and personnel policy management; equal employment opportunity management; safety and health management; budgetary policy formulation and execution; financial management policy; information technology management; procurement, property, and general services policy; public affairs activities; and organizational and management analysis. Also included are continuing initiatives in support of workforce diversity, organizational streamlining, and improved workforce performance. In addition, the Policy and Administration appropriation supports Reclamation-wide high priority efforts that require oversight, such as oversight and development of policy and guidance for implementation of the Government Performance and Results Act (GPRA).

Other activities funded by the Policy and Administration appropriation include: develop, review, and revise technical and statistical publications; certain international and interagency activities; legal reviews and opinions; Reclamation management; managerial training; attendance at meetings of technical societies and professional groups; public involvement; review and control including the Management Control Program; special initiatives; and special inquiries, analyses, and activities.

The **Office of the Commissioner** is responsible for providing policy direction on all water, land, power, and related programs within Reclamation. The Chief of Staff, located in Washington, D.C., serves as the Commissioner's key staff in management development, program coordination, and accomplishment of Reclamation's stated mission. The Director of Security, Safety, and Law Enforcement, located in Denver, CO, is responsible for the management of Reclamation's security and safety programs and initiatives, including the Safety of Dams Program and the Law Enforcement Program. The Director of External and Intergovernmental Affairs, located in Washington, D.C., has oversight of Reclamation's Congressional and Legislative Affairs Group and Public Affairs functions, and is responsible for Reclamation's national relationships with Federal, State, and local governments, as well as citizen and other nongovernmental groups. The Director of Program and Budget, located in Washington, D.C., in cooperation with the area and regional offices, is responsible for Reclamation-wide budget formulation and execution, and all aspects of Government Performance and Results Act coordination of budget and performance integration. The Director of Operations, located in Washington, D.C., in cooperation with the area and regional offices, oversees the execution of Reclamation programs. The Director of Policy, Management, and Technical Services (PMTS), is responsible for overall coordination of many functions provided by the Commissioner's Office. The offices reporting to the Director of PMTS which are located in Washington, D.C., and Denver, CO, include: the International Affairs Group. Other offices located solely in Denver, CO, include the Chief Information Office, Management Services Office (Finance and Accounting, Human Resources, Diversity and Equal Opportunity, Property and General Services, and Contracts and Acquisition), the Technical Service Center, the Office of Program and Policy Services, and the Research and Development Office. Responsibilities of these offices include development and formulation of Reclamation policy, administrative policy and oversight services, technical support, maintaining Reclamation's technical capability, and facilitating technology transfers.

Regional Offices/Area Offices – Management of Reclamation’s water resources activities in the 17 Western States is carried out by five Regional Offices which are located in Boise, Idaho; Sacramento, California; Boulder City, Nevada; Salt Lake City, Utah; and Billings, Montana. The Regional Offices provide services covering policy, management, and program administration or Reclamation mission related support as follows:

Policy – Provide support of ongoing Reclamation-wide policy level formulation, guidance, and review activities. This includes support of preliminary title transfer activities; Reclamation participation in forums, conferences, councils, and similar activities related to water resource issues; refinement and implementation of GPRA; and participation in the Reclamation-wide effort to diversify the workforce.

Management – Provide direction and oversight guidance to assure adherence to Reclamation-wide policy and oversight to assure adherence to Federal government requirements; direction and guidance necessary to achieve Reclamation-wide program and mission accomplishment; and support for managerial development programs.

Program Administration/Mission Related Support – Continue essential overall management and direction functions of Reclamation above and beyond those chargeable to projects and program activities covered by separate funding authority. These functions include overall program management; human resources; equal employment opportunity; safety and health management; budget preparation; finance; information technology management; procurement; property and general services policy; public affairs; and organization and management analysis. Other activities funded through the Policy and Administration appropriation allow for regional participation in: activities in support of the Management Control Review program; the revision and development of manuals and standards; and the development and revision of technical and statistical publications. Also included are continuing efforts in special initiatives such as supporting workforce diversity, streamlining efforts, improving work performance, and support of public awareness and education programs.

AUTHORIZATION: P.L. 68-292, Second Deficiency Appropriation Act of 1924 (Fact Finders’ Act), December 5, 1924; and P.L. 79-35, Amend Fact Finders’ Act, April 19, 1945.

SUMMARIZED FIANANCIAL DATA

Program Financial Data

Activity	FY 2005	FY 2006
Policy and Administration	\$58,153,000	\$57,917,000
Request	\$58,153,000	\$57,917,000
Total Program	\$58,153,000	\$57,917,000
Rescission	(465,224)	0
Total Reclamation Allotment	\$57,687,776	\$57,917,000

WORK PROPOSED FOR FY 2006: Continues support of ongoing Reclamation management and general oversight functions. This includes day-to-day Reclamation management, administrative, and policy functions necessary to ensure effective and efficient implementation, and execution of all Reclamation sponsored programs. Specific activities include, but are not limited to: personnel training and development programs; development, review, and updating of technical and statistical publications; responses to special inquiries; and the development and long-term maintenance of Reclamation’s Information Technology Program. The reduction of funding in the FY 2006 request is the result of management efficiencies implemented by Reclamation to reduce the cost of general administrative services.

Reclamation Request

\$57,917,000